



Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1058998

Continuity of Operations Planning Basics (COOP-101)

November 13, 2015 • 9am to 4pm

Wilson County Courthouse, Basement • 615 Madison Street, Fredonia, KS

State agencies should develop Continuity of Operations Plans (COOP) address those essential functions that are critical in providing services to citizens of Kansas. The ability to maintain vital functions or transfer them to alternate locations in the event of an emergency or disaster is essential to continuing those services.

This seminar is designed to help Kansas state agencies better understand the basics of COOP. Participants will have a hands on opportunity to learn how to create and maintain agency COOPs using COOPKansas.com.

Objectives

- Learn the definitions involved in Continuity of Operations Planning
- Learn the steps in the development of your agency continuity plan.
- Hands on time to work on your plan
- COOP framework specific for your organization

Target Audience

Representatives from all Kansas state agencies • Agency Executives • Recovery/Continuity Planners • Operations Managers • Facility Managers • Data Communications and Information Technology Managers • Disaster Recovery Team Members
There are no required prerequisites.

Bring to Class

- Laptop with wireless connections (we will not provide one for you)
- Department employee roster with phone numbers

This course is sponsored by the Kansas COOP Sub-Committee.

For specific questions about this training please contact **Susan McMahan** at susan.j.mcmahan.nfg@mail.mil or (785) 861-3025.

The deadline to register is November 12, 2015. Lodging arrangements or reimbursements will not be offered by KDEM for this session.

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

Need help?

Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil (785) 274-1412 OR KS-TRAIN Help Desk helpdesk@kdheks.gov (785) 296-5655



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FAQs about KS-TRAIN and New User Accounts

• **How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

• **How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

• **I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.

• **I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at maria.i.herrera13.nfg@mail.mil or 785-274-1412 if you need help withdrawing.

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If you have a disability or need special accommodations in order to fully participate in any training activity, please contact the State Training Officer, Erin McGinnis, at 785-274-1413, or erin.m.mcginis2.nfg@mail.mil to discuss your specific needs.